

Assistant Inspector General for Investigations & Special Inquiries

The National Security Agency (NSA) is seeking an individual capable of taking initiative and exercising independent judgment to serve as a member of the Defense Intelligence Senior Executive Service (DISES), an excepted service appointment, as the Assistant Inspector General (AIG) for Investigations and Special Inquiries (Inv).

RESPONSIBILITIES:

The AIG (Inv) is responsible for overseeing and conducting investigations into alleged misconduct and mismanagement of NSA employees, organizations, activities, and equipment. This position requires the individual to advise the Inspector General on matters affecting the efficiency and effectiveness of NSA, and on steps that should be taken to detect and prevent fraud, waste, and mismanagement of programs and operations.

Some responsibilities include: supervising a staff that conducts administrative investigations using a full range of investigative techniques, including computer forensic analysis; performing special inquiries of Agency organizations, systems, and/or processes; administering a Hotline Program for receiving, reporting, and acting upon complaints; developing and adhering to formal policies and procedures for the conduct of investigations in accordance with established professional standards; consulting with NSA's General Counsel on matters involving interpretation or possible violations of law, rules, or regulations; and advising the Director, Deputy Director, and other management officials on investigative matters.

QUALIFICATIONS:

The ideal candidate will have demonstrated high standards of personal ethics and integrity, as well as independence and objectivity. The individual should also possess superior judgment and analytical skills, and be able to communicate effectively with senior military and civilian officials. The ability to convey information candidly, accurately, and constructively to the highest levels of authority is essential. Applicants should demonstrate an understanding of the laws and techniques applicable to the conduct of investigative activities with particular emphasis on the rules of evidence and investigative procedures. Prior leadership and extensive work experience in a relevant field (e.g., investigations, security, auditing, law, or management analysis) is required. A Bachelor's degree is highly desired. An advanced degree, and/or professional certification in a relevant field, as well as a legal background or degree would be a significant plus.

MANDATORY EXECUTIVE CORE QUALIFICATIONS

As a member of the DISES, candidate must also demonstrate mastery in the five OPM Executive Core Qualifications (ECQs): (1) leading change, (2) leading people, (3) results driven, (4) business acumen, and (5) building coalitions/communications.

To apply, please submit your resume along with a narrative statement that addresses each of the ECQs listed above. For further information and tips on writing effective narrative statements, visit www.opm.gov/ses/ecq.html.

***NOTE: You must submit your ECQs in the same document immediately following your resume as the NSA applicant online system will not accept multiple attachments.

For more information and to apply online, please visit **www.nsa.gov/Careers**.

[To apply for this position, click on **Apply Online** and select **View Job Posting/Apply for Job**. Under **Job Categories** select **Senior Executive Programs** and click on the **Search** button. Add **Asst Inspector Gen for Invest** to **Job Basket** and click on **Apply for Jobs in Basket**. Follow directions as prompted.]

U.S. citizenship is required for all applicants. NSA is an equal opportunity employer and abides by all applicable employment laws and regulations.